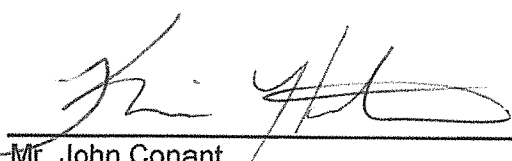




PRISONER HANDBOOK 2017

(SEGREGATION)

John Conant: Superintendent

A handwritten signature in black ink, appearing to be "John Conant", is written over a horizontal line.

Mr. John Conant
Superintendent
Goose Creek Correctional Center

A handwritten signature in black ink, appearing to be "Bruce Busby", is written over a horizontal line.

Mr. Bruce Busby
Director of Institutions
Department of Corrections

3/28/17

Table of Contents

I. INTRODUCTION
II. ADMISSION AND ORIENTATION TO GCCC AND SEGREGATION
Alaska Department of Corrections Mission Statement
Goose Creek Correctional Center Mission Statement
Admission to Segregation
Grievance Boxes
Individual Determination Restrictions
Expectations of Prisoner Behavior
III. DISCIPLINARY PROCEDURES
Prohibited Conduct for Prisoners
Disciplinary Hearing
Penalties for Infractions
Suspended Penalties
Disciplinary Appeal Process
Restoration of Statutory Good Time
IV. INSTITUTIONAL LIVING
Conduct
Disruptive Prisoner Groups
Personal Hygiene/Appearance
Staphylococcus Aureus (Staph)
MRSA (Methicillin Resistant Staphylococcus Aureus)
Cell Sanitation
Food Storage & Meal Service
Offender Trust Account
Loans
Photocopies
V. SEARCHES
Prisoner Searches
Cell and Common Area Searches
Constructive Possession
Searches of Religious Objects
Drug Screening
VI. SAFETY & SECURITY RULES AND PROCEDURES
Count
Emergency Procedures

Security Devices

Restraints

VII. PRISONER PERSONAL PROPERTY/COMMISSARY

Property Allowed upon Admission to Segregation

Allowable Property while in Segregation

Supply Requests and Indigent Supplies

Commissary

Books and Magazines

Abandoned/Excess/Contraband Property

Property Storage

VIII. GCCC SEGREGATION AUTHORIZED PROPERTY LIST

Clothing List

Religious Items/ Jewelry List

Miscellaneous Personal Property List

Consumables List

Stationary List

IX. PROGRAMS, EDUCATION, PRIVILEGES AND ACTIVITIES

Notice of right not to participate in programs

Prisoner Program Responsibilities

Law Library

General Library

Recreation

Religious Activities

Education

X. HEALTH CARE SERVICES

Prisoner's Medical Rights

Medical and Dental

Eye care

Mental Health Counseling

XI. PRISONER COMMUNICATION

Mail

Privileged Mail and Legal Mail

Prohibited Mail

Written Communication with Staff

Telephone

Visiting Information

GCCC Visiting Rules

Visitor's Questions and GCCC Contact Information

Segregation Population Visiting Hours

XII. GENERAL ADMINISTRATIVE INFORMATION

Classification Procedures

Classification Appeals

Grievance Procedures

Grievance Appeals

List and Definition of Felonies involving Moral Turpitude

The Loss and Restoration of Voting Rights

The Effects of a Felony Conviction on an Prisoner's Civil Rights

Sentencing Computation

Prison Rape Elimination Act (PREA)

I. Introduction

This handbook is a reference guide to general information and a standard for acceptable prisoner behavior at Goose Creek Correctional Center (GCCC) Segregation Unit. All prisoners are expected to read and adhere to the regulations, institutional rules, procedures, and schedules detailed in this handbook as well as any posted facility rules. It is the prisoner's responsibility to be aware of Alaska Department of Corrections (DOC) and GCCC rules that are not stated in this handbook.

All information in this handbook is subject to change. Prisoners will be notified of these changes by memorandum form which will be posted on the housing unit's bulletin boards and the legal law libraries. Changes to Policy and Procedure, Standard Operating Procedures, and institutional procedures will be incorporated to this handbook biannually.

Nothing in this handbook will be construed to prevent this facility from responding accordingly to those occasional instances where substantial threats to the security of individuals or this facility exist.

II. Admission and Orientation to GCCC

Alaska DOC Mission Statement and Vision

The Alaska Department of Corrections provides secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of our communities.

We are trained professionals committed to a safe, open and respectful organization. We are dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner, and will be expected to enhance their ability to reform every day.

Goose Creek Correctional Center Mission Statement

Goose Creek Correctional Center incorporates "The Six Pillars of Morals and Character" to foster a reformatory community for incarcerated men.

Trustworthiness

Be honest • Do not deceive, cheat, or steal • Be reliable - do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal - stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act-consider the

consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Admission

All prisoners upon admission at Goose Creek Correctional Center will have their files reviewed for housing placement, will be strip searched, body scanned, medically evaluated (if you have a chronic or serious illness, such as a heart condition or epilepsy, etcetera, tell the nurse immediately), and be photographed.

All property that is worn or carried into the facility will be seized upon entry. A Prisoner Release of Liability form 811.05B will be completed and forwarded to the Property Officer, prior to disbursal of property to the prisoner. Prisoners will be issued prisoner state clothing and a bed roll.

All Prisoners admitted to the segregation Unit will be body scanned, strip-searched and issued state clothing and bedding. All prisoners will receive a supply bag consisting of Request for Interview forms, Medical Request for Interview forms, a Prisoner Grievance form, GCCC basic hygiene items, flex pen, paper and envelopes. A laminated copy of the Segregation Prisoner Handbook is available in the law library in the Segregation unit.

An officer will inspect the cell for any damage or missing items and note it on the inspection sheet form. If you should notice any damage to the cell you should advise the officer at this time, failure to report any damage not noted by the officer may subject you to disciplinary action. The prisoner will sign the Cell and Property Inspection sheet certifying he received clothing, linen, and a mattress.

All personal items a prisoner may wear or carry into the Segregation Unit not authorized for retention will be seized and sent to property. The prisoner will be given a copy of the Property Seizure Report-Receipt.

Grievances Boxes

There are metal Grievance boxes located in Segregation and the SMU. These boxes are checked every day. Segregation Prisoners will deliver their paperwork to the grievance

boxes when they are out of their cell for tasks such as recreation or shower. Special trips just to the grievance boxes will not be made.

Individual Determination Restrictions (IDR)

A Prisoner who has been determined to be an escape, smuggling or security risk can have their participation in a specific right, privilege, or opportunity limited or revoked. The Prisoner will receive Notice of an Individual Determination Restriction (IDR) as soon as practical. This notice will specify each restriction and the basis for it.

The Superintendent or designee shall review IDR's every thirty (30) days. When a Prisoner has been removed from an IDR he will be notified.

As these restrictions are an administrative action to maintain facility security, a Prisoner may challenge the restriction(s) by filing a grievance following procedures set out in Policy and Procedure 808.03 Prisoner Grievances.

Expectations of Prisoner Behavior in Segregation

Cells are to be cleaned and beds made by 7:00 am. Cell trash is to be emptied. Nothing is to be left on the floor except for neatly placed shoes. Cell surfaces are to be wiped down and the floors swept. However if you feel the need to lie down you can lay on your made bunk with one blanket.

No pictures or paper of any kind are to be affixed to surfaces of the cell walls, doors, or bunks. You may not draw or mark on the cell walls, doors or bunks.

The cell's desk must be neat, clean and organized. No left-over food or trash will be on the desks. Property that is in use may be left on the desk top. Hygiene Items may be stored on the shelves above the desks.

No vents, speakers, lights, windows, door slots, locks or doors are to be covered or tampered with.

No "tents" of any kind are allowed. Single cell Prisoners may not store anything on the unassigned bunk.

Any clothing, sheets or towels lying on the floor will be removed. All meal trays and sporks will be returned to the kitchen after each meal service. No "privacy curtains" or "courtesy sheets" are to be made/utilized. Alteration or destruction of State property is prohibited; violators will be subject to disciplinary action.

There will be no "fishing." Any Prisoner caught "fishing" or caught with "fishing line" will result in loss of appropriate privileges up to removal of state linens and clothing.

Prisoners who choose not to follow these expectations will earn loss of appropriate privileges and an Individual Determination Restriction will be written. Prisoners will be held responsible for the cost of replacement of the damaged State property (sheets, blanket, clothes, etc).

Cell inspection is at 8:00 am every day. Inspection is pass/fail. If a Prisoner fails inspection

the Prisoner will be considered non-compliant.

A Prisoner in possession of any electronic communication device (cell phone, etc.) will be charged with possession of an escape implement. (22 AAC 05.400 (b) (8)).

Spitting, throwing bodily fluids or waste on or at staff or visitors is considered assault and a violation of 22 AAC 05.400 (b) (2) assault upon a staff member or a visitor.

III. Disciplinary Procedures

Prohibited Conduct for Prisoners

22 AAC 05.400 Prohibited Conduct for Prisoners

Major Rule Violations, 22 AAC 05.400(b):

1. homicide;
2. assaulting a staff member or visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assaulting another Prisoner under circumstances that create a substantial risk of serious physical injury;
7. threatening or intimidating a witness in an official proceeding;
8. possessing, using, or introducing weapons or escape implements;
9. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000.00 or more; and,
10. committing a class A or unclassified felony offense.

High-Moderate Rule Infractions, 22 AAC 05.400 (c)

1. fighting (e.g., mutual combat);
2. extortion, blackmail, or protection, such as demanding or receiving favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. engaging in sexual acts with others or making sexual proposals or threats or sexual statements towards any staff or Prisoner;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100.00 - \$999.99;
6. tampering with or blocking a locking or security device, speaker, lights, doors or windows;
7. possessing, using, or introducing any contraband, except that described in section b(8) above, that directly threatens the security of the facility, such as excess money or unauthorized drugs.
8. intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication;
9. adulterating food or drink;
10. participating in an organized work stoppage;
11. possessing staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging any signature, or unauthorized reproduction of a document,

- article of identification, money, security, or official paper, or possessing or using such a document in a way that threatens the security of the facility;
- 13. giving or offering a bribe to an official or staff member;
- 14. threatening another person with immediate bodily harm;
- 15. engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
- 16. refusing to provide a urine specimen when requested by a staff member;
- 17. spitting, spraying, wiping or throwing urine or fecal matter on or at a staff member;
- 18. intentionally providing a false statement during a classification, disciplinary or grievance process, or to an investigator of a municipal, state, or federal agency;
- 19. refusing to obey a direct order of a staff member;
- 20. misusing the telephone, including but not limited to, making intimidating, obscene, harassing or threatening phone calls; making three way or call forwarding calls;
- 21. encouraging others to engage in a food strike;
- 22. refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
- 23. intentionally interfering with an Prisoner count; and,
- 24. committing a class C or B felony offense.

Low-Moderate Infractions, 22 AAC 05.400(d):

- 1. indecent exposure;
- 2. stealing, destroying, altering, or damaging government property or another's property resulting in damages from \$50.00 to \$99.99;
- 3. unauthorized use of the mail or telephone;
- 4. lying or providing a false statement to a staff member under circumstances other than those described in section C (18) above;
- 5. giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility;
- 6. threatening another person with future bodily harm;
- 7. possessing anything not authorized for retention or receipt by the Prisoner, and not issued through regular facility channels;
- 8. malingering or feigning an illness, injury, or suicide attempt;
- 9. missing an Prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work/program as instructed by a staff member, or refusing to perform a work/program assignment for alleged medical reasons without being excused by health care staff;
- 10. failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters;
- 11. being in an unauthorized area;
- 12. using equipment or machinery without specific authorization or contrary to instructions or posted safety standards;
- 13. using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with security or orderly administration of the facility;
- 14. tattooing or self-mutilation, other than suicide attempts;
- 15. unauthorized communication or contact with the public or visitors to include but not limited to personal contact, mail, phone system or through a third party;
- 16. giving, exchanging, or accepting anything of value from any person without the Superintendent's prior approval if it threatens the security or order of the facility;

17. threatening damage to or theft of another's personal property;
18. kicking, shouting, banging, or engaging in any other persistent nuisance noise or activity;
19. willfully failing or refusing to keep a medical or health care appointment scheduled with the Prisoner's knowledge and consent; and,
20. committing a misdemeanor offense.

Minor Infractions, 22 AAC 05.400(e):

1. gambling or possessing unauthorized gambling paraphernalia;
2. possessing unauthorized Prisoner clothing;
3. failing to follow posted safety rules, except as described in section D (10) above;
4. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50.00; and,
5. failing to follow a facility's written rule after the Superintendent approved the rule and the Prisoner was provided notice of it.

22 AAC 05.400(f):

Planning or attempting to commit, or aiding or encouraging a Prisoner to plan or attempt to commit an infraction described in (b) - (e) of this section is considered the same as a commission of the infraction itself.

Disciplinary Hearing

Disciplinary Hearings for segregated Prisoners are held in the segregation unit. If a Prisoner refuses to follow officer's directions or displays inappropriate and/ or threatening behavior en route to or during the disciplinary hearing, it will be regarded as refusal to participate and the Prisoner will be escorted back to his cell.

If a Prisoner refuses to participate in the hearing, the hearing will be held without him and a decision will be based off of the incident report alone.

A segregated Prisoner cannot call other Prisoners to a disciplinary hearing. If the Prisoner wishes to have other Prisoners for witnesses he needs to submit the question(s) in writing to his Hearing Advisor. The Hearing Advisor will question the requested Prisoner(s) and bring the results to the hearing.

Penalties for Infractions

Only a disciplinary committee/hearing officer may impose sanctions on a Prisoner if convicted of a disciplinary infraction. The committee/hearing officer will impose at least one, and may impose all of the following penalties on a Prisoner for violating any of the rules in sections B, C, D or E above. 22 AAC 05.470(a) If the Prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer will impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties; 22 AAC 05.470(d).

1. **Reprimand;** 22 AAC 05.470 (a) (1).

2. **Suspended Activities:** Suspension of participation in activities described in, and

except as limited in section F (2) (d) below for a period of up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction; 22 AAC 05.470(a) (2).

3. **Confinement:** Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, or 60 days for a major infraction; 22 AAC 05.470(a)(3).
4. **Suspension While in Punitive Segregation:** Participation in the following activities is automatically suspended during the period the Prisoner is placed in punitive segregation and may otherwise be suspended for the periods described above, except that participation in the activities described in sections (1)-(4) below for an Prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:
 1. participation in education programs or group religious services;
 2. contact visitation;
 3. secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings);
 4. telephone calls, except to an attorney or the office of the ombudsman; A.S. 33.30.231(a)
 5. use of any electronic device or game unless approved for purposes of appeal.
 6. recreation, except for one hour of exercise per day;
 7. reading material, except for religious or legal matter, or educational materials if the Prisoner is enrolled in a course;
 8. eating in a community dining area; and,
 9. use of the commissary. 22 AAC 05.470(b).
5. **Restitution:** Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a Prisoner's willful failure or refusal to keep the appointment.

Suspended Penalties

The committee/hearing officer may suspend the penalties it imposes above, except for the forfeiture of contraband money, for up to one year, contingent on the Prisoner complying with reasonable conditions that the committee/hearing officer places on the Prisoner. If the Prisoner violates any of the conditions during the suspension period, the committee/hearing officer may impose the suspended penalties after a hearing.

Disciplinary Appeal Process

At the conclusion of a disciplinary hearing the Disciplinary Hearing Officer will give the Prisoner a Summary Finding of Disciplinary Committee/ Hearing Officer form 809.04B that contains the Disciplinary Committee/Hearing Officer's findings and the imposed sanctions.

The Prisoner will indicate his intention to appeal or not appeal on the form. A Prisoner

who decides to appeal will be sent an Appeal of Disciplinary Action form 809.06A, which he will sign for. The Prisoner has three (3) working days from receiving the form to complete his appeal statement and put it in the metal Grievance box located in the main hallway of the Segregation Unit. All initial Appeal of Disciplinary Actions forms will be reviewed by the Superintendent. The Superintendent has ten (10) working days to return an answer to the Prisoner's appeal. A Prisoner convicted of a Major infraction can appeal the Superintendent's decision to the Director of Institutions within two (2) working days of the written notification.

Once the DOC appeal process has been exhausted a Prisoner has 30 days to submit an appeal to the Alaska Superior Court, for more details review Policy and Procedure 809.06 Disciplinary Appeals.

Restoration of Statutory Good Time

Up to 100 percent of forfeited good time may be restored, at the discretion of the Department, upon determination that a Prisoner has met a minimum period of clear conduct, and other factors specified in Policy 809.07 Restoration of Forfeited Good Time since the most recent disciplinary infraction. Clear conduct is defined as a period of time without a violation of a disciplinary rule, except minor infractions (E level infractions) for which guilt was established through the disciplinary process.

A Prisoner is presumed to be eligible for restoration of forfeited good time under the schedule set forth below, unless the Superintendent or Chief Classification Officer (in cases involving Prisoners incarcerated outside Alaska) determines that restoration would be inappropriate.

If the most recent infraction is a low-moderate (D level infraction), the Prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 90-day period of clear conduct, and 100 percent of the previously forfeited good time after 180-days of clear conduct.

If the most recent infraction is a high-moderate (C level infraction), the Prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 180-day period of clear conduct, and 100 percent of the previously forfeited good time after a 360-day period of clear conduct.

If the most recent infraction is a major (B level infraction), the Prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a one-year period of clear conduct, and 100 percent of the previously forfeited good time after a two-year period of clear conduct.

A Prisoner may get an Application for Restoration of Forfeited Statutory Good Time form 809.07A from their Probation Officer. The Superintendent will review the application and the Prisoner's file and indicate the decision concerning the restoration, amount, and timing of any restoration on the application form, setting forth the specific reasons supporting the decision.

Any decision to deny immediate restoration of the entire amount of good time will be forwarded to the Director of Institutions for review. The Director's decision is final and cannot be appealed. Upon final decision the Prisoner will receive a copy of the form.

IV. Institutional Living

Conduct

All Prisoners have the responsibility to recognize, respect, and not interfere with the rights of others, both staff and Prisoners. Prisoners may expect to be treated respectfully, impartially and fairly by all staff. Staff will expect the same in return.

The calling of a staff member by a first name or nickname is not permitted. All staff is to be addressed in a respectable manner, i.e., Mr. /Ms. or Officer (Last Name) or by his/her title.

Strict compliance with "orders" and "directions of staff" is mandatory. It is not necessary for staff to say, "This is a direct order" for orders and directions of staff to be considered a direct order by Prisoners.

Prisoners are not allowed to engage in scuffling, horseplay, or similar activities. Disciplinary action can result.

All Prisoners are responsible for ensuring that they are in authorized areas. Prisoners are not permitted access to unassigned areas except when prior authorization by a staff member has been granted. Violation of this rule can result in disciplinary action.

Prisoners under security staff escort are not to be approached or spoken to by other Prisoners. Violators will be subject to disciplinary action.

Segregation Population Prisoners are not to converse with General Population Prisoners to include hand signing or verbal communications. Prisoners found violating this can be subject to disciplinary action. With Superintendant approval, Segregation Population Prisoners can write letters to General Population and Segregation Population following the Mail Policy and Procedures and Standard Operating Procedures. Please refer to Appendix B for Prisoner to Prisoner mail criteria.

Prisoners may not sleep on the floor or under the bottom bunk.

Disruptive Prisoner Groups

A validation process will be initiated if any Prisoner is identified as an affiliate or member of a disruptive group or gang.

Once validated, a Prisoner's activities will be closely monitored. Should his actions be perceived as posing an immediate and substantial threat to the security of the institution, he will be administratively segregated and it will be recommended the Prisoner's matrix score be reviewed for consideration of a custody increase.

Personal Hygiene/Appearance

A Prisoner must maintain appropriate personal cleanliness and grooming consistent with P & P 806.02 Prisoner Hygiene, Grooming and Sanitation.

Prisoners must have clean and properly groomed hair. Segregation and SMU Prisoners

must put in a Request for Interview form to receive a haircut.

Segregation Prisoners are required to wear size appropriate designated segregation clothing and suitable footwear when out of their assigned cell. No personal clothing (including sweatpants) will be allowed.

Segregated Prisoners under escort to or from their housing unit, for any reason will be dressed in designated segregation unit clothing, underwear, socks, and shoes. No personal coats are allowed while in segregation.

Prisoners will be required to be appropriately clothed, while in their cells unless an Individual Determination Restrictions dictates otherwise. Prisoners will not wear clothing in any way that would be a threat to the security of the institution, to include signaling Security Threat Group activity (flagging).

All Prisoners will be expected to shower at least three (3) times per week. Showers may be limited to twenty (20) minutes, which will allow all Prisoners reasonable access.

Segregated Prisoners cannot have razors or nail clippers in their cell. These items will be maintained by the staff. Razors, fingernail and toenail clippers will only be issued by Prisoner's request while in the shower. Clippers are not to be used to cut anything except finger and toe nails. Razors and nail clippers will be returned immediately upon completion of the Prisoner's shower. Misuse or damage of these items will result in an Individual Determination Restriction for that item and disciplinary action.

A Prisoner who is on Suicide protocols or Individual Determination Restrictions for no razor or no nail clippers will be denied use.

Prisoners whose grooming and personal hygiene endangers their health or the health of others will be referred to medical and can be placed on Individual Determination Restriction.

State issued blankets and sheets may be exchanged on the module's laundry exchange day, on a one for one basis. Any destruction of state issued clothing or bedding by a Prisoner will result in disciplinary actions and/or Individual Determination Restriction.

Staphylococcus Aureus (Staph)

Staphylococcus Aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning.

Staph is usually spread through physical contact with an infected person, but may also be transmitted through contact with contaminated objects. Staph is not spread by air unless the infected person has pneumonia.

Prevention of Staph can be accomplished by following these steps:

- ✓ Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.

- ✓ Avoid touching another person's wounds, skin infections, or bandages contaminated from wounds.
- ✓ Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- ✓ Don't share personal hygiene items with others including toiletries and towels.
- ✓ Clean off recreational equipment, such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt.
- ✓ Shower immediately after participating in close-contact recreational activities when feasible.
- ✓ Don't get a tattoo, use injection drugs, or have sexual contact with others.

Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite. When **symptoms exist** the testing and treatment of staph infections will be exempt from co-payment.

MRSA (Methicillin Resistant Staphylococcus Aureus)

MRSA is not a "super bug." It is simply a strain of Staphylococcus which is resistant to the usual antibiotics.

However, there are other antibiotics which are effective. MRSA is not the "flesh- eating" bacteria.

Cell Sanitation

Prisoners are required to keep their cells and living areas clean, neat, and orderly at all times. Cells will be inspected for cleanliness by staff. Failure to follow sanitation rules may result in disciplinary action.

The walls, ceilings, windows, or floors of cells will not be covered. No items, including pictures and other materials, will not be taped, glued or hung on walls, doors, ceilings, lights or windows of the cell. Writing, drawing or marking on the walls or doors of the cell is prohibited. All materials will be stored in the storage bins provided when not in use by the Prisoner. If the cell does not have storage bins, one banker box is available upon Sergeant approval.

Cleaning bags that consist of rags, cleaning bottle, foxtail broom, and a toilet scrubber are available for cleaning cells. Segregation Prisoners will submit in a Request for Interview form to the Segregation Control room and cleaning supplies will be distributed based on those requests. Segregation Prisoners should allow up to twenty-four (24) hours to receive cleaning supplies after the request is submitted. Segregation Prisoners will not retain cleaning supplies for an extended period of time and will give all supplies back to Segregation staff. It is prohibited to take cleaning supplies to the shower.

Trash will be deposited in trashcans within the module. Toilets are equipped with trap-pins in the sewer lines and are not to be used to dispose of trash. If clothing or trash must be

removed from the sewer line in your cell disciplinary action will be taken and you will be charged with the cost of clearing the plugged drain.

Prisoners are responsible for cleaning the cells prior to moving out.

Cells are subject to inspection at any time, but will be inspected and searched at least once a week.

No Prisoners will be allowed to remain in their cell for a consecutive three (3) day period. After three days Prisoners will be required to vacate their cell, at which time staff will conduct a health and security inspection on that cell. If unsanitary conditions are found, the Prisoner will be given a directive to clean his cell. Any Prisoner who refuses to clean his cell will be removed from the cell. The cell will be cleaned, with the exception of hygiene items and a Bible or Quran all property will be removed and disciplinary action will be initiated. The Prisoner may request his property returned after thirty days through the segregation sergeant. Any open food items or materials that a reasonable person would consider trash will be disposed of; all other property items will be seized and sent to property for storage. A second violation will result in disciplinary action and IDR's limiting property to hygiene items and a Bible or Quran.

Food Storage and Meal Service

Prisoners must consume institutional food items or dispose of the remains when served. While in segregation a Prisoner may not retain, beyond the next meal, any left-over institutional food from the previous meal.

Institution Food Service utensils/items (i.e. bowls, sporks, trays, etc.) will not be retained in the cells. Violators will be subject to an Individual Determination Restriction and/or disciplinary action.

Interference with the security or orderly administration of the institution during meal service will not be tolerated. Segregation Prisoners who throw food trays, food items or other objects or substances out of the open cell tray slot or generally behaving disruptively during meal service will be placed on appropriate Individual Determination Restriction(s). See Individual Determination Restrictions.

Meal service will be suspended during any disturbance on the Segregation Unit. Example: If the occupants of more than one cell are creating a disturbance, meal service will be suspended until compliance is gained.

Prisoners requesting to be placed on a special diet will submit a Request for Special Diet form to the appropriate person (Chaplain, Medical and/or Food Service) for approval.

Prisoners who have been granted special diets will not receive a standard meal tray. If a Prisoner wishes to change back to a standard meal tray he must submit a new Request for Interview form to the appropriate person. If a Prisoner is observed eating foods outside of the special diet, the special diet will be suspended.

Prisoners are allowed to store approved consumable items, purchased from AD-SEG Segregation Commissary Order form, in their cell. These consumable items must be

within the limits set down in Property Limits.

Offender Trust Account

Prisoners may receive funds from approved visitors, government and tribal entities and businesses. Donors may drop money here at the front counter in the form of cash and money orders only.

Offender Trust Account (OTA) is a statewide function. Therefore, any Prisoner transferred to Goose Creek Correctional Center will continue to receive statements. Once a month all GCCC Prisoners will receive a copy of their OTA statement. Discrepancies on their monthly statement must be brought to the attention of Offender Trust Account Clerk within fifteen calendar days after receipt.

Government and tribal entities and businesses can deposit money to a Prisoner's account. Money orders or cashier's checks with Prisoner's name and offender number can be mailed in. The sender's name and address must be on the money order or cashier's check as well the envelope or it will be treated as unacceptable mail and returned to sender. Sending cash through the mail is not recommended. Personal checks are not accepted and will be returned to the sender at the Prisoner's expense or destroyed.

The second method is to have an approved visitor drop off cash, money order or cashier's check at the facility. The depositor will receive a copy of the Offender Trust Account receipt.

Prisoners are never allowed to accept money directly or indirectly from other Prisoners, persons under DOC supervision, or persons on the DOC statewide barred visiting list.

If the donor fails to identify themselves on the cashier's check or money order, or the "business does" not exist the instrument will be returned to the generating institution, i.e., Postal Money Orders will be returned to the Post Office.

If a Prisoner wishes to send money to an **immediate** family member a Prisoner Personal/Money Transaction GCCC form 302.12D must be filled out. A stamped, addressed envelope must be attached to the form. It will be approved on a case by case basis.

Prisoners who are in arrears for child support are subject to the Child Support Enforcement Agency (CSEA), under Alaska Statutes, P & P's, and Federal Regulations. CSEA has the authority to deduct monies from Prisoner accounts.

Outside banking 'Saving Accounts' must be pre-approved by the Superintendent or their designee.

Prisoners may maintain an outside savings account only under the following conditions: Prisoners must register the account number and the name of the bank with the Superintendent or designee; a minimum balance of twenty-five dollars must be maintained in the institutional Prisoner account, each banking transaction, deposit or withdrawals, must be pre-approved in writing by the Assistant Superintendent of Administration. Outside accounts will be considered when determining indigent status.

Loans

Exchanging, loaning, or selling of personal property is prohibited by 22 AAC 05.400 (d) (15). Any personal property items, determined to have been, exchanged, loaned or sold will be considered contraband and will be dealt with as per P & P 811.05, disciplinary action may result.

Photocopying

If a Prisoner requires a photocopy and has funds available, a Personal Materials Copies Request 808.12B or Legal Copies Request form 808.12A, and a signed Commissary Request form 302.11A and the paperwork needing to be copied must be submitted to the Segregation Unit Supervisor. If a Legal Copies Request form is submitted an active case number will be included. The price is fifteen cents (\$.15) per single sided copy.

Indigent Prisoners requesting copies of current legal work to be mailed out must submit a Legal Copies Request form, a signed Commissary Request form, and pre-addressed envelope(s) with a privileged addressee's address. See chapter **Indigent Supplies** for the definition of an indigent Prisoner.

Indigent Prisoners will be allowed to keep one (1) copy (either the original or a copy) of legal material for their own records. All other originals and/or copies will be shown to the Prisoner and placed in the appropriate envelope in staff presence.

Staff will sign the back of the envelope verifying intended recipient is privilege correspondence.

No copies of Departmental Policies and Procedures, Standard Operating Procedures, Handbook, Alaska Administrative Codes, etc. will be provided.

If a Prisoner has further questions about photocopy consult GCCC 808.12 Photocopying for Prisoners.

V. Searches

Prisoners, housing units, individual cells, program, and work areas are subject to be searched at any time. Staff will confiscate contraband and excess property found during a search. Prisoners will comply with the instructions of the officer during a search.

Prisoner Searches

A pat-search is a clothed body search. All Prisoners are subject to mandated and random pat searches at any time. Pockets will be emptied and, upon request, shoes will be removed. Prisoners will be pat-searched after leaving the recreation yard, shower, and law library. Prisoners are subject to be pat-searched after returning to their cell from their job assignment.

Strip searches are visual searches of an unclothed Prisoner. Strip searches may be conducted, per 22 AAC 05.067 (1) Upon initial admission; (2) Upon apprehension from an escape or attempted escape; (3) Upon initial admission to segregation; (4) Upon re-entry to a facility after leaving the security perimeter or grounds; (5) At the conclusion of a contact visit; (6) Upon returning from a classroom or area where

tools were present or in use, or other similar circumstances; (7) Upon return from the grounds of a facility which are accessible for the introduction of contraband, and other similar circumstances; and (8) At any time there exists a reasonable basis to conclude the Prisoner is in possession of contraband.

Anytime a segregation Prisoner leaves the segregation unit he will be subject to a strip search, upon returning to the unit Prisoners will be required to submit to a strip search.

Cell and Common Area Searches

Prisoners do not have the right to be present during the search of their living area or work area. If a Prisoner is present during an inspection, he must cooperate with staff. Prisoner's cells will be randomly searched at least once a week.

Be aware that cells and modules are always subject to be searched. Prisoners will fully cooperate when their cell is being searched. Prisoners will not try to remove items without the officer's permission from the area being searched.

Constructive Possession

Each Prisoner of a multi-Prisoner cell will be held accountable for an infraction that occurs within the confines of the cell, unless lack of involvement in the infraction can be established.

Under this concept, a person "possesses" something if he is able to exercise control and dominion over it. This means that both Prisoners are responsible for any contraband found in any area of the assigned cell both Prisoners have access to.

Searches of Religious Objects

All searches of religious objects will be conducted in a manner which reflects respect and sensitivity for sacred objects, practices and participants. Medicine bags are subject to inspection by having the Prisoner empty the contents of the bag into the open palm of his hand. The Prisoner will hold the bag open, which will allow staff to inspect inside with a flash light. Refusal of a Prisoner to allow staff to search the medicine bag will result in the loss of this privilege.

Drug Screening

Prisoner's use of unlawful or unauthorized drugs, including alcohol, presents a serious threat to the safety, security, and orderly administration of an institution. The department has a "zero tolerance" for usage, possession, and selling drugs and alcohol.

A Prisoner may be directed to submit a urine specimen on a "random" basis in the course of random testing of a segment of the entire Prisoner population of an institution.

The Prisoner will be informed of the underlying reason for the selection (i.e., spot check, routine or random) and will be ordered to submit a urine specimen. If the Prisoner refuses to submit a specimen, the Prisoner will be informed that an incident report will be prepared for disciplinary action. If the Prisoner again refuses to submit the specimen, an incident report will be prepared and the Prisoner will no longer be permitted or required to submit a

urine specimen pursuant to this specific request.

If the Prisoner is on medication that he believes may have caused him to test positive, he should request a list of medications is he on from medical. Once the Prisoner receives the list, he should forward it to Security to be cross-referenced.

A Prisoner may request that a positive urinalyses result be retested by an independent laboratory, approved by the department. There is a list of independent labs that is posted in the Segregation Law Library. The Prisoner must request alternate testing with a Request for Interview (cop-out) and two (2) signed Commissary Request forms SCCC 302.11a to pay for the cost of the retest and shipping. The forms must be placed in the metal box within 48 hours of receiving the disciplinary report. The metal grievance boxes are located in each housing unit.

Failure to submit all the completed forms within the allotted time period will result in the Prisoner's request for a retest being denied.

VI. Safety and Security Rules and Procedures

Counts

Formal counts are taken eight (8) times daily. No Prisoner will distract or interfere with officers during the count process in any way. This includes talking to or hiding from the officer conducting the count, or blocking the view of the counting officer by placing blankets, papers, towels or any other type of covering around bunks or the cell window during count. **Officers are required to see enough skin to verify that they are viewing the Prisoner when counting. Prisoners found to be interfering with count will face disciplinary action.**

Emergency Procedures

During emergencies, staff may direct Prisoners to evacuate to another area.

Periodic fire and emergency drills will be conducted. Prisoners may be required to participate in lockdown and/or mock evacuation drills. Prisoners must move quickly and quietly and obey staff's orders. Prisoners who fail to comply with instructions will be considered a security risk and dealt with accordingly.

Security Devices

Security devices are defined as fences, doors, security cameras, security lights, windows, vents, intercoms, tray slots or any other devices used by officers to maintain security. Tampering with, covering or blocking any security device, locking devices, life support systems and fire control systems or devices is prohibited conduct and will result in disciplinary action.

There is an intercom located on the wall of each cell. When a Prisoner needs to communicate with the control room operator, the Prisoner will press the button only once.

Prisoners will not hang towels, blankets, clothing, or other items in their living area that blocks an officer's view of the area.

Prisoners may not hang from the fence ceiling of the segregation recreation yard.

Prisoners are to stay away from all fences. A Prisoner attempting to escape is subject to being shot any time after breaching the inner-most security fence; **"NO WARNING SHOTS WILL BE GIVEN"**.

Restraints

Unless otherwise specified by Individual Determination Restriction (IDR), when out of their cell Prisoners will be in handcuffs. Exceptions: Prisoner workers when performing their duties, unless otherwise specified by IDR, when at recreation or in the shower.

While outside their cell, segregated Prisoners are to have NO PHYSICAL CONTACT with other Prisoners.

All hand restraints will be applied behind the back. Max and close custody Prisoners who are eligible for programs will be restrained in belly chains while programming.

All restrained Prisoners will be escorted by staff in a "hands on" manner to insure Prisoner safety, and maintain control. Prisoners will look ahead when instructed by staff. Prisoners will not pull away from staff while being escorted or the appropriate amount of force will be applied to regain compliance of the Prisoner. Staff may use additional restraints as needed to maintain control of the Prisoner as per Individual Determination Restriction (IDR) or to maintain the security and safety of the Prisoner, staff, and institution.

VII. Prisoner Personal Property/Commissary

Property Allowed upon Admission to Segregation

1. Watch,
2. Wedding band, and
3. Either a religious medallion with necklace, prayer beads.
4. Institutional shoes or shower shoes properly identified with the Prisoner's name and offender number.

Upon initial entry into segregation a Prisoner's personal property including hygiene products will be sent to property. Prisoners can request their personal hygiene products after seventy-two (72) hours after admission onto the unit.

Allowable property while in segregation

After the Prisoner's initial classification the Prisoner may submit Segregation Unit Property Request Form 811.05E via the Segregation Unit Supervisor to the Property Department. A Prisoner is allowed to make one (1) request from the Property Department involving property and hygiene items that are stored in Property. All subsequent property and hygiene needs will be filled through Commissary Orders. Please note no food items will be sent to segregation from the Property Department.

All segregation unit Prisoner bedding, linen and mattress will be institutional, no personal items are allowed. All clothing quantities of institutional and personal property are

combined to comply with GCCC property rules.

Segregation Unit Supply Request and Indigent Supplies

An indigent Prisoner has less than \$20.00 presently available in his account and has had no more than \$50.00 in his account during the preceding thirty (30) days. A Prisoner with more than \$50.00 in his account during the preceding thirty (30) days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgment(s) or deductions made for educational materials or courses, counseling, or health care.

Segregation Supply Request form will be handed out and picked-up at the Prisoners' door. Segregation Unit supply bags are delivered to the Prisoner. Toilet paper, toothbrush, comb and toothpaste are all one for one exchange. You must turn in the used item to get a new one.

Prisoners identified as indigent, will be given supplies once per week upon request. Indigent Prisoners are allowed to request items like floss loops, soap, envelopes and blank paper. Indigent and Non-indigent Prisoners must request to receive combs and toothbrushes. Request for Interview forms, and other forms as needed are available in the housing unit.

Commissary

Items, such as mirrors and nail clippers, available to General Population Prisoners are not necessarily available to segregation Prisoners due to security concerns of the unit. Segregation Prisoners must use an AD-SEG Segregation Commissary Order Form to order consumable, stationary products or hygiene items.

Punitive Segregation Prisoners may only order deodorant, shampoo, conditioner, soap, toothpaste, shave cream, stamps, and stationary products as approved by the Segregation Unit Supervisor.

Prisoners will be furnished with commissary order forms once per week; forms must be turned in the same day.

All commissary order forms must have the Prisoner's name, AS or PS cell number and offender number listed legibly. A Prisoner's order will not be processed if he has insufficient funds or did not complete and legibly fill out the form.

All items bought from commissary will be stored in their original container(s). Containers must be disposed of when empty. Containers will not be used to store items other than those originally purchased in them.

Containers may not be used for anything other than what their original intent was by the manufacture.

Storage of consumable commissary food items will be limited to ten (10) items. This is to include all other pre-approved food kept in a Prisoner's cell. Excess consumable food items are considered contraband and may be seized.

Books, Magazines, Newspapers

All magazines, newspapers, and books entering the institution must be ordered directly from a vendor/publisher by the Prisoner.

Family members are not allowed to mail in magazines, newspapers or books. Prisoners have to submit a Prisoner Personal/Money Transaction form with the order form and an addressed envelope with postage all stapled together. All vendor/publisher's must be approved by the Superintendent.

All newspapers, books and media must meet the guidelines set in Policy and Procedure 810.03 Prisoner Mail. Magazine and Newspaper subscriptions are not required to be on the approved vendors list, due to content individual issues of magazines and newspapers are subject to seizure.

Magazines with pages torn or removed will be seized as altered.

An administrative segregated Prisoner may retain no more than (5) books in his cell. No hardbound books will be allowed except for a Bible or Koran and only after approval of the Segregation Unit Supervisor. Prisoners in segregation will not be allowed to rotate books through property.

Prisoners may not order a specific book from the facility library.

Abandoned/Excess/Contraband Property

When Prisoner's property is seized the Prisoner will be given a copy of the Property Seizure Report-Receipt. The Prisoner will have ninety (90) days from the date of the seizure to disburse the property. If the Prisoner is unwilling or unable financially, or refuses to provide a mailing address for disbursement of the property, the property will be disposed of through approved methods, including destruction of the property.

Prisoners are responsible for their own personal property. It is the responsibility of the Prisoner to notify the Property Department via Request for Interview when their property has been seized in the possession of another Prisoner so that the contraband may be disbursed per P&P 811.05 Prisoner Personal Property.

The Department of Corrections will not be responsible for the repair or replacement of personal property lost, stolen, damaged, or destroyed. Furthermore the Department of Corrections will not be liable for damage to personal property resulting from staff inspection of such property.

The intent of the property department is to provide temporary secure storage for items not authorized for personal retention. Items not authorized for personal retention must be disbursed within ninety days (90) days.

The only exception will be legal materials which must be approved by the Superintendent or designee.

If the Prisoner has no personal clothing for release he may, at the discretion of the Property Officer, keep one wallet with ID, one pair pants, one shirt, and one coat in storage.

Personal property in excess of allowable limits is more than 3 three plug-in items per Prisoner or that cannot be properly stored in the designated storage areas in the Prisoner's cell will be seized as "excess property".

Per Policy and Procedure 811.05 Prisoner Personal Property ninety (90) days after property has been declared as 'excess' it will be considered abandoned and disposed of in accordance with Departmental procedure.

Excess perishable food items will be considered contraband and disposed of.

Because of fire codes, only the equivalent of one property box of current ongoing, legal material will be allowed for retention in the cell per Prisoner in the in cell property storage. If the legal material is in excess of this amount it will be seized and sent to property for storage. Prisoners may send a Request for Interview form to the Property department for periodic exchanging of excess current legal materials, as they are needed.

Policy & Procedure 811.05 Personal Prisoner Property states all items, including legal material, a Prisoner wants transferred at the time of movement **must** fit in the same personal property box. The Prisoner is allowed to decide which items he wants in the transfer box from the property he has in his cell (combination of legal material and items authorized for transfer).

Prisoners transferring out of the institution have the following options for the disposition of excess property; Prisoners may ship excess personal property "**at their own expense**" to friends or relatives, authorize individuals to pick up excess personal property at the institution, or they may dispose of the property. A Prisoner Property Disbursement form P & P, 811.05 G, will be used for this purpose.

Any personal property not claimed after 90 days after Prisoner has left institution will be disposed of as abandoned property per policy 811.05 Prisoner Personal Property. The GCCC Property Department is **not** responsible for notifying any Prisoner when property has been disposed of.

Property Storage

The Property Department will temporarily secure a Prisoner's property when the Prisoner is admitted to segregation. If the Prisoner is housed in segregation for more than 180 days, he will be given a thirty (30) days' notice to disburse or dispose of excess or unauthorized property.

The Property Department will store for a period of ninety (90) days excess or unauthorized property of Prisoners admitted to the Segregation Unit. If the items are not disbursed they will be disposed of as abandoned.

Excess property will be seized as contraband and disposed of.

VIII. GCCC Segregation Authorized Property List

SI= State Issue PS=Punitive Segregation AS=Administrative Segregation

Clothing – Segregation Prisoners may only have State issued clothing.

Item	Description	SI	PS	AS
Shoes-one pair only State Issue	State issue only	1	1	1
Shower Shoes	State issue only	0	1	1
Socks	State issue only	1	1	1
Undershirt	None	0	0	0
Underwear	State issue only	1	1	1

Religious / Jewelry Items

Item	Description	PS	AS
Bible/Koran/other religious book	Total not one of each	1	1
Religious Headwear	Pre-approval from Chaplain or designee	1	1
Religious Medal/ Necklace/ Prayer beads	Religious medal no bigger than 2" X 2", no decorative stones; Religious Medal must be on a necklace. No heavy chains; necklace & medal total maximum value \$100.	1	1
Ring-wedding	No stones; maximum value \$100 must have proof of legal marriage in Prisoner records.	1	1
Watch	Value must be under \$100	1	1

Miscellaneous Personal Property

Item	Description	PS	AS
Bowl with lid		0	1
Cup	State issue only	1	1
Eyeglasses		1	1
Paperback books		0	5
Magazine/Newspaper	No altered magazine allowed. Newspaper clipping counts as one.	0	5
Personal Letters, Cards	No larger than 8 ½ X 11	5	20
Personal Paperwork	Nor more than 3" inches	0	1
Photo Album	Photos only, no more than 100 photos total in albums; no metal binders; not to exceed 8 1/2" and 11"	0	1
Photos – loose	Not to exceed 8 ½" by 11"	5	25

Consumables- all items listed in this section must fit in the cell storage bins.

Item	Description	PS	AS
Brush	Plastic only no handle	1	1
Comb Plastic	Plastic only no handle	1	1
Contact Lens Cleaner	Only if owns contacts	1	1
Denture Bath		1	1
Deodorant		2	2
Eye Drops		1	1

Floss loop	One container with a 30 count	1	1
Hair pick	No handle	1	1
Hair ties		5	5
Lip Therapy		1	1
Lotion		1	1
Magic Shave		1	1
Denture Cream		1	1
Q-tips	1 Package of 100 count	1	1
Shampoo/Conditioner	1 of each item	2	2
Shaving cream		1	1
Soap bar		3	3
Soap dish		1	1
Toothbrush	State issue only	1	1
Toothpaste		1	1
No more than 1 of any type (not brand) item of miscellaneous hygiene products sold on segregation unit commissary list, but not listed here.			

Stationary

Item	Description	PS	AS
Address Book		1	1
Envelope	Box; legal or personal size	1	1
Note book, writing tablet/legal pad		1	2
Postage Stamp	Maximum of \$20.00 allowed in possession	\$20.00	\$20.00
Typing Paper	200 sheets total for AS 20 sheets state issue only for PS	20	200

IX. Programs, Education, Privileges, and Activities

Notice of right not to participate in programs

Freedom from discrimination is a basic right extended to all Prisoners. Programs, activities, services or housing assignment shall not be denied to any Prisoner based upon race, religious affiliation, creed or sexual orientation.

Prisoners have the right to refuse to participate in any discretionary counseling, rehabilitation, and vocational, educational or pre-release program, recreational or other activity.

The Alaska Department of Corrections may require a Prisoner to participate in a program ordered by the sentencing court. Failure to complete required, non-discretionary programs may result in disciplinary action, hindrance of custody level reduction, and the sentencing court being notified of the nonparticipation in court-ordered or recommended program(s).

Prisoner Program Responsibilities

It is the Department's intention to provide quality and variety in programming and to provide motivated Prisoners access to activities and pursuits. The expectation is that every Prisoner participates in some meaningful program while incarcerated at this facility.

Once a Prisoner enrolls in a program, continued participation will be dependent upon adherence to established guidelines and curriculum completion for graduation. A Prisoner may discontinue program participation or be discharged for noncompliance at any time; re-enrollment will be at the discretion of the instructor.

Law Library

The Segregation Law Library, computer and typewriter(s) are to be used for Prisoner legal work only. Letters to friends, family and businesses, Request for Interview forms, Commissary Request forms, loan applications, schoolwork, poetry or any other use of the typewriter that is not for legal purposes is forbidden and will result in disciplinary action and access restriction. If a Prisoner is unsure whether the work is legal or not, the Prisoner should contact Facility Standards Officer prior to entering the law library.

Prisoners found to be misusing or abusing either Law Library's' computer(s) or typewriter(s) may receive an Individual Determination Restriction denying use of the library and equipment and disciplinary action will be taken.

Prisoners wishing to use the Law Library will submit a Request for Interview form. The Request for Interview form must be submitted at least one day prior to requested access to the library.

Law Library be used for legal research only, socializing is not permitted.

Staff will notify segregation Prisoners when it is their turn to go to the Law Library. If a Prisoner refuses to go at that time, his name will be removed from the list that day.

Prisoners will have approximately one (1) hour per day to use the Segregation Law Library. If additional time is needed it may be scheduled after everyone else has finished, time permitting and with the approval of the Segregation Unit Supervisor.

Prisoners who wish to review their legal compact discs (CDs) will put in a Request for Interview into Property. When the Prisoner goes to the Law Library he must request the discs from the escorting officer. In segregation a computer is available for Prisoner's use to review tapes of disciplinary and classification decisions and approved legal compact discs.

General Library

Segregation Prisoners will be given access to reading materials. Segregation Prisoners must not be on punitive segregation or have an Individual Determination Restriction for "no paper" or "no library books" to request library books. Prisoner's caught destroying library books can be placed on an Individual Determination Restriction for loss of that privilege and will face disciplinary action to include possible restitution for the destroyed/damaged item. See Individual Determination Restriction (IDR) for more details.

Recreation

Prisoners may not have recreation on the first day they are placed in segregation. The day following placement the Prisoner will be afforded the opportunity to participate in the recreation schedule.

Outside recreation will be canceled when the outside temperature is 0 degrees Fahrenheit or colder (to include wind chill). If there is an emergency, outside recreation will be canceled. There will be no recreation or other activities during meal service times.

Segregation Prisoners will be given one hour in the recreation yard. Every morning the Prisoners will be contacted by the Control Room Officer and offered recreation and/or shower unless unusual circumstances arise or they are on an Individual Determination of Restriction. When contacted, the Prisoner will have the opportunity to accept or decline these activities; no further offers will be made later. Failure to respond or communicate appropriately with the Control Room Officer is considered a refusal and the Prisoner will not be placed on the schedule for that day.

When coming in from and going out to the Segregation recreation yard all segregation Prisoners will be pat searched and a hand-held metal detector may be utilized. Prisoners will comply with staff directions during the escort. Prisoners are not allowed to bring anything to include personal items to the recreation yard.

When in the outside recreation yard, Prisoners will not climb on anything or attempt to communicate with Prisoners in the main yard. Any misuse of recreational areas and/or failure to follow posted rules or verbal orders of staff will result in disciplinary action and subsequent restriction of recreation privileges.

Recreation will be terminated for any violation of these rules.

When weather conditions dictates, Prisoners will be issued a coat that will be returned upon completion of the Prisoner's recreation time.

All segregation Prisoner recreation will be completed before institutional lockdown at 2230 hours unless exigent circumstances exist.

Religious Activities

Prisoners wishing to speak with the Chaplain will submit a Request for Interview form addressed to the Chaplain, only the Departmental Chaplain and Institutional Chaplain are allowed in the segregation unit. Prisoners wishing contact with other volunteer chaplains may submit a Request for Interview to the Shift Supervisor. If approved, the video visiting room will be used in segregation.

Education

Access to educational services will be approved on a case-by-case basis. Prisoners who are actively involved in an education program when placed in segregation may continue to participate in the program with the permission of the Segregation Unit Supervisor and the Education Department. It will be written work only-attending a class while in segregation will not be permitted.

Prisoners with Individual Determination Restrictions for two (2) man, full restraints status are only allowed to attend programs in accordance with their Individual Determination Restrictions.

Prisoner Medical Rights

Prisoners have the right to refuse medical, psychological or psychiatric treatment except when the Prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the Prisoner lacks the capacity to give consent.

Prisoners have the same general rights as any other Alaska citizen concerning examinations, treatments and procedures governed by Informed Consent. However, at the discretion of the health care provider, Informed Consent is not used in certain circumstances i.e. an emergency which requires immediate medical intervention for the Prisoner's safety, emergency care if the Prisoner cannot understand the information given, or public health matters, like communicable disease treatment.

When a Prisoner chooses to refuse treatment, an Informed Waiver of Medical Treatment (Form 20-807.08B) must be completed by the Prisoner at the Medical Department. A member of the Medical/Dental staff will witness the Prisoner's signature by signing the form in the space provided.

Medical and Dental Care

If a Prisoner is having a medical emergency, he should immediately tell a staff member.

All routine medical and dental problems will be handled by medical and dental personnel. The Prisoner must fill out a "Request for Interview" to be seen by medical staff. Medical staff is scheduled Monday through Friday for routine medical issues. A clinic is scheduled at least one day per week to conduct examinations for those referred by the health care staff. Prisoners requesting to be seen are scheduled Monday thru Friday and on an emergency basis on weekends. The control room will notify segregation Prisoners when they are scheduled to go to medical. If you wish to reschedule your appointment you must submit a new Request for Interview form 24 hours in advance and wait to be rescheduled. If a Prisoner refuses his scheduled appointment, he will be subject to disciplinary action (22 AAC 05.400 (d) (19)).

Dental staff is available to segregation Prisoners. If a Prisoner desires to be seen by dental staff, he must submit a Request for Interview form. A nurse will review the request and answer the Request for Interview or place the Prisoner's name on the Goose Creek Medical Department List. Prisoners scheduled for dental will be notified by staff on the day of their appointment.

Prisoners seen will be charged a co-payment fee of five dollars (\$5.00) for medical and dental services. For more specific information about charges for medical services please review Policy and Procedure 807.07 Prisoner Responsibility for Health Care

All prescription medication must be approved by institutional medical Nurse Practitioner, Physician's Assistant or Doctor. Nursing staff cannot prescribe medication.

There are different methods prescribed medication is administered.
During segregation pill call the on-duty nurse will bring the medication to the Prisoner's

cell. The Prisoner should be standing by the door with a glass of water. The nurse and officer escorting the nurse will observe the Prisoner take the pill. Prisoners found not taking their medication and/or hoarding will face disciplinary action. Over the Counter (OTC) medication is administered during pill call. Segregation Prisoners need to request OTC medication from the control room officer. The Prisoner will be charged five dollars (\$5.00) and the order will be for nine (9) consecutive medication calls then discontinued.

Prisoners can be prescribed a PRN, or as needed prescription. A Prisoner would request the prescription from the control room officer, who in turn would contact medical to facilitate delivery.

Self-Medication Keep on Person is when Prisoners are issued medical supplies to keep in his cell. Any medical supplies (for example braces and lotions) that require a medical card and authorization from the Assistant Superintendent of Operations (ASO) will be distributed by the nursing staff during segregation pill call. For authorized items the Prisoner must retain the "Medical Card" authorization, without it the item(s) are subject to seizure.

If a Prisoner disputes a charge for health care services, he must submit a written appeal to the Institutional Health Care Officer (IHCO) within three working days of receiving the notice of deduction. The Prisoner must explain the reason why the charges are incorrect. The IHC officer will respond with a written decision. This decision may be appealed by the Prisoner in writing within seven working days to the Director of Institutions. The decision of the Director is the final decision of the Department. **Prisoners cannot file a grievance about co-payment fees.**

Eye Care

The optometrist will be scheduled periodically as needed. If a Prisoner wishes to have an eye exam he must submit a Request for Interview form stating the need.

If a Prisoner has current eye exam (within one year) they are allowed to purchase at their expense a pair of eye glasses through medical. No contact lenses will be approved. Prisoners may request to have family members send in their prescription eyeglasses. A Request for Interview form must be submitted to the Prisoner Services Sergeant requesting approval for the glasses to be mailed in. Any prescription glasses mailed in without prior approval will be returned at the Prisoner's expense.

When approved prescription eye glasses are received (whether through the optometrist, Prisoner order, or Prisoner family member) they will be issued by the Property Department.

Mental Health

Goose Creek Correctional Center has Mental Health Clinicians available for monitoring and supervising acutely and chronically mentally ill Prisoners. They also provide services to the general population, specifically cognitive thinking errors, Anger Management Group Treatment, Values Clarification, and crisis intervention. Limited short term individual therapy is available on an individually determined basis. The Mental Health staff can be contacted via a Request for Interview form.

If at any time you are having suicidal or self-destructive thoughts/feelings contact any staff member immediately!

XI. Prisoner Communications

Mail

Prisoners are not allowed to have mail drops or Post Office Boxes outside the facility.

All mail must have correct postage affixed at the time it is placed in the mailbox. **It is a violation of federal law to reuse a stamp.** Stamps can be ordered using the Commissary Form.

A Prisoner that has to mail an oversized letter, out of country letter, or special request, such as a return receipt, can attach a commissary slip to the addressed letter for postage.

Indigent Prisoners may mail, at the Department's expense, up to five pieces of mail per week, legal or otherwise, weighing up to two pounds each. (See Indigent Supplies for the definition of an indigent Prisoner) Each piece of mail must have a Commissary Request form 302.11A filled out and attached to the letter. Indigent mail needs to be written in the comment section of the form. The Superintendent may consider requests of heavier pieces of privileged mail on a case by case basis. **Prisoners may not use indigent mail to ship out excess property.**

All outgoing Prisoner mail will have the institutional return address for Prisoners marked clearly on the envelope. Letters that are not marked this way will be returned to the Prisoner.

Prisoner's Name Prisoner #
Segregation Unit
Goose Creek Correctional Center
P.O. Box 877790
Wasilla, Alaska 99687

The Prisoners must place general mail unsealed into the locked unit mailboxes. Prisoners may not send other Prisoners personal property such as legal paperwork or photographs. Prisoner to Prisoner mail is not allowed. Segregation Prisoners will do this when they are out of their cell for activities such as showers and recreation. Segregation Prisoners will not be taken or allowed out of their cell just to drop off their mail.

Privileged Mail and Legal Mail

An officer will verify the letter is going to the addressee. The officer will seal the letter date and sign their name on the back of the letter, and drop it in the mailbox. All outgoing mail is collected nightly following the 2230 hours lockdown.

General and Prisoner to Prisoner incoming mail will be available every day, excluding Saturday, Sunday, and state and federal holidays. Prisoners will only be delivered mail addressed to them. Prisoners cannot pick up other Prisoner's mail to deliver to them. When a Prisoner has privileged mail he will be notified by a staff member. The officer will

open the privileged mail in front of the Prisoner and look for contraband.

If no contraband is found the Prisoner will sign Mail & Distribution Tracking Sheet GCCC 810.03E and receive the letter.

The envelope or package materials will be disposed of by staff; the Prisoner shall receive a copy of the face of the address section of the envelope or package for their records.

Prohibited Mail

Prisoners may not use the mail system to engage in a business, or to participate in games of chance, such as contests, sweepstakes, lotteries, etc. Prisoners cannot enter into contracts, i.e. buy now pay later magazine subscriptions. Maps, especially of Alaska, will be reviewed on a case by case basis if they will be allowed in the institution.

Prisoners will not receive any mail, including publications that contain:

1. Threats of physical harm against any person or threats of criminal activity.
2. Contraband, plans for sending contraband in to or out of the institution.
3. Contents that written is written in code that the reader cannot understand, contents that has gang hand signs, symbols or slang,
4. Contents that show frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or the genitalia of either gender.
5. Plans for activities in violation of facility rules, or criminal activity.
6. Information that, if communicated, would create a risk of mental or physical harm to a person.
7. Material that could reasonably be expected to aid an escape, or incite or encourage any form of violence.
8. Audio or video tapes, music or game compact discs, or movie DVDs.
9. Contents that are in violation of a court order or probation/parole condition prohibiting contact with an individual or class of individuals.
10. Contents that depicts or describes procedures for construction or use of weapons, ammunition, bombs or incendiary devices,
11. Plans for activities in violation of facility rules, or criminal activity,
12. Postage stamps, musical cards, recordable cards, over-sized cards (any card larger than 8" X 11") , or cards made out of a non-paper material, decorative stickers, glue, white out, perfume, paint, lipstick, crayon, or other unidentifiable substances, cash or personal checks.

Prisoners are not allowed to have anything that can be used as identification. Anything that is determined to be prohibited per GCCC 811.05 Prisoner Personal Property and Policy and Procedure 810.03 Prisoner Mail, Publications, and Packages will be seized.

All prohibited mail will be handled as outlined in GCCC 810.03 Prisoner Mail, Publications, and Packages. Prisoners will receive a copy of the Notice of Non-Acceptable Mail or Parcel form GCCC 810.03C stating the reason the mail was rejected. The Prisoner will also sign the Mail & Distribution Tracking Sheet form GCCC 810.03E to verify he received a copy. The Prisoner will sign the original Notice Non-Acceptable Mail form communicating what he would like done with the mail. If no response is given in the time frame the letter will be disposed of.

Written Communication with Staff

When Prisoners communicate with GCCC staff members in written form they will utilize only DOC or Institutional approved forms. Prisoners must place their first and last name, housing module designation and Offender Number **legible** on all forms leaving the module. Responses may be delayed **or not responded to** if this information is not included **or illegible**. All communication with staff will be placed in the locked boxes in each module. Any communication that contains profanity, vulgarity or statements that are intended to be insulting and/or degrading will be returned unanswered and may result in disciplinary action.

Telephones

Telephones are available for Prisoner use. Upon admission to this facility you will be issued a personal identification number (PIN) to place calls. Do not share your PIN with anyone; do not write it down on the outside of your mailing envelopes. Abuse of PIN may result in loss or limitation of telephone access.

For long distance calls your friends and family must create an account with Securus at 1-800-844-6591.

Instructions are posted near the telephones and all conversations are subject to monitoring, using a Prisoner telephone constitutes consent to telephone monitoring.

GCCC may limit, monitor, or record Prisoner's telephone calls to preserve security and order in the institution and to protect the public. Long distance calls will be collect using the automated system in place. The authorized numbers to be accessed must be to a stationary physical location, not an electronic location. Call to cell phones may be blocked.

The phones will be available on a daily schedule, excluding meal services. Telephones may be secured at any time, at the discretion of the Superintendent or their designee for security purposes. A Prisoner who is non-compliant will be denied use until compliance is gained.

Accommodations will be made to ensure access to telephone communication by disabled Prisoners. Upon request, Telecommunication Device for the Deaf (TTD) or similar equipment will be made available to Prisoners with hearing/speech disabilities.

Prisoners are allowed personal telephone calls combined with legal calls for a total of **thirty (30) minutes** in duration.

All requests for legal telephone calls must be submitted by a Request for Interview form at least one day before the call is to be placed. The request must include the attorney's or other legal entity's name, the complete telephone number including the area code, and the

time and date the call is requested. Staff will make the call as close to the requested time as possible. Security staff will dial the number, and verify a connection is made to the attorney prior to handing the receiver to the Prisoner. If the attorney is not available to take the call or does not wish to speak with the Prisoner staff will inform the Prisoner. No messages will be left with any party on the telephone.

All requests for legal calls made on Request for Interview forms must be one request per form.

When the phone has been authorized for a legal call and that call has been completed, no personal calls may be made with the phone until authorized by staff. Prisoners with an Individual Determination Restriction and/or Punitive segregation Prisoners are allowed to make privileged calls only.

To ensure an attorney's number will be recognized by the automated phone system and the call will not be monitored and recorded, Prisoners must send a Request for Interview form to the Security Sergeant with the name of the attorney, the name of the office, and the phone number (including the Area Code). Requests for telephone calls must be made on one Request for Interview form per request for telephone call.

Any Court order or condition of probation/parole restricting contact with an individual or class of individuals will be honored. The Superintendent may authorize calls between family members at his/her discretion. Prisoner-to-Prisoner calls are prohibited, unless the other Prisoner is an immediate family member and the call has been approved by the Probation Officer III. Except as specifically authorized by the Superintendent (e.g., telephonic Court or administrative agency hearing where the judge or hearing officer authorizes the Prisoner to participate telephonically from prison), any call that directly or indirectly uses one of these following features is prohibited; three-way calls, call-forwarding, collect long-distance calls made through an operator rather than through the automated phone system in place, calls to toll-free numbers, calls to numbers which special, additional charges apply (i.e. 900 numbers), calls using calling cards or personal identification numbers, or calls billed to credit cards or third parties, wireless connections, as well as variable, fixed or remote call forwarding. Prisoners are not to use any form of voice mail, recorded messages, nor deliver messages for other Prisoners.

Abuse or illegal use of telephone privileges, such as making intimidating, obscene, harassing, or threatening phone calls, may result in restriction or loss of telephone privileges, and/or disciplinary, civil or criminal actions. An Individual Determination Restriction (IDR) for loss of personal telephone privileges will be determined by the Superintendent or designee.

An Individualized Determination Restriction (IDR) will be in place when reasonable grounds exist to believe that the Prisoner's telephone use threatens the facility security, the safety of a person, the protection of the public, or other actions that constitutes telephone abuse.

Time and charges calls must be submitted on a Request for Interview form to the Assistant Superintendent. The request must contain: the area code, phone number, what the issue or reason is for the telephone call, and must have a Commissary Request form 302.11A attached to the Request for Interview form. Each of these requests will be approved or denied on a case by case basis. All calls must be justified. Only one time and

charges call will be allowed in a sixty (60) day time frame excluding immediate family members who are incarcerated. Time and charges calls will only be allowed if funds are available on the Prisoner's Offender Trust Account. **Time and charges telephone calls are not routinely approved.**

It is not GCCC's policy to accept incoming messages for Prisoners, except under exceptional circumstances, such as an immediate family member's medical emergency or death. The family member's condition must be verified by a law enforcement agency, hospital, coroner, or funeral home.

Visiting Information

GCCC encourages Prisoner visitation because strong family and community ties increase the likelihood of a Prisoner's success after release. It is the Prisoner's and visitors responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not violate the law or visiting regulations. Visitation for a Prisoner's visitor(s) is a privilege, not a right. The violation of visiting rules by a Prisoner and/or his visitor(s) may result in the temporary or permanent loss of visiting privileges for the visitor(s) and could result visiting restrictions and/or disciplinary actions for the Prisoner and/or criminal charges for the Prisoner and visitor(s).

This is a general overview of visiting at GCCC. For more detailed information about GCCC visiting procedures refer to Standard Operating Procedure (SOP) GCCC 810.02 Visitation.

Family and friends of a Prisoner must be approved before they will be placed on an offender's visiting list. To obtain approval to visit an offender, a potential visitor must complete a visitation application form, even if the visitor has been previously approved to be on another GCCC offender's list.

Applications are processed, reviewed and either approved or denied by the Superintendent or designee. A criminal history check is done on all prospective visitors.

Potential visitors must submit a completely filled out Adult Visitor's Application or Minor's Visitor Application. These applications must be filled out for each Prisoner a visitor wants to see. Both applications must include: date of birth, social security number, relationship, complete mailing and physical address, and home telephone number. Adult Visitor Applications also need driver's license or identification number and state of issue.

Court emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

Minor Application must have the parent or guardian's signature notarized. If one section is not filled out there must be an explanation of why. All incomplete Visitors' Application forms will be denied and the Prisoner notified why it was denied.

A minor visitor, person under the age of 18, must be accompanied by an approved visiting parent or legal guardian. A minor who is an immediate family member of the Prisoner may be brought in by an approved adult visitor who is an immediate family member. An order of the court prohibiting a Prisoner from visitation with a minor during probation applies during incarceration.

Potential visitors who are presently on felony or supervised probation or parole must obtain written approval their Probation Officer prior to being approved for visiting. Permission for this type of visit is not routinely granted.

Special visits are visits that take place out of the scheduled time for visiting and must be arranged by the Prisoner in advance through the superintendent or assistant superintendent. Visitors will still have to be approved for these visits to be granted. These visits will only be granted for exceptional cause such as in the case where approved visitor(s) will be traveling an extended distance, i.e. a bush community or out of State.

When the Prisoner is expecting a visit from an approved visitor of this type and wants an extended visit, preapproval should be requested with a Request for Interview form to the Assistant Superintendent at least forty-eight (48) hours prior to the desired visit, no exceptions.

A Prisoner may lose his visiting privileges at the discretion of the Superintendent or designee for violation or attempted violation of any state or federal law, Alaska Administration Code or any Policy and Procedure, standard operating procedure, memoranda, or failure to follow staff instructions. All visits while in segregation will be through the GCCC video visitation system.

GCCC Visiting Rules

Visiting rules are posted on the Goose Creek Correctional Center web site at:

<http://www.correct.state.ak.us/institutions/visiting-goose-creek>

Prisoners housed in segregation have access to video visitation only.

Prisoners housed in the segregated housing have more limited visiting space than General Population Prisoners. (See approved visiting hours) Prisoners in punitive segregation will only be allowed a one hour video visit with immediate family members.

Segregation Prisoners will be in restraints while visiting.

All Prisoners and visitors must abide by the facility rules, Standard Operating Procedure GCCC 810.02, and instructions of staff members.

Prisoners and visitors will follow all instructions of staff promptly. The supervising staff member has the discretion to terminate a visit for any disturbance.

During an emergency or disturbance, we may ask that all visitors leave the facility immediately. GCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations towards staff members, Prisoners, or visitors; or improper use or abuse of state property. Offenders and visitors may not visit with other offenders or their visitors.

Only Prisoners appropriately attired will be allowed to visit. Prisoners will wear an institutional uniform, underwear, socks, and shoes. Prisoners will have their undershirt

tucked into their pants. Prisoners are permitted to wear one religious medallion with necklace and a wedding ring in visiting. No watches allowed.

Visitors under the influence of alcohol or drugs will not be permitted to visit. If someone is with a person under the influence, they will also have to leave the premises. Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.

It is a crime to promote or introduce contraband into a correctional facility and punishable by up to five (5) years imprisonment and \$50,000 fine (AS 11.56.375). Contraband includes anything that the visitor or Prisoner exchanges without the Superintendent's approval.

Children **must** be kept under supervision by a responsible adult while on facility grounds. Escorting parents/guardians must monitor their children's behavior and provide appropriate control of their children. Unruly children may be cause for termination of the visit. Corporal punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Verbal corrections and time-outs are the only allowable forms of discipline during visits.

If a Prisoner chooses to leave the video visiting booth prior to the end of the visit; the visit is terminated.

Visitors, who wish to use the restroom, may use the ones present in the visitors lobby.

Visiting is on a first come, first serve basis and cannot be reserved in advanced.

Access by the public for the purposes of visitation may be subject to limitation or suspended at any time by the superintendent or designee.

Video visitation is dependent on technology to operate, if video visitation is out of service alternative visitation options will not be offered for the segregation unit.

Visitor Questions and GCCC Contact Information

For visitors with requests for directions or in need of answers to questions about visiting can visit the Goose Creek Correctional Center web site at: <http://www.correct.state.ak.us/institutions/visiting-goose-creek> or by writing to:

Goose Creek Correctional Center
Attention: Attention Assistant Superintendent-Administration
PO Box 877790
Wasilla, AK 99654

Segregation Population Visiting Hours

Maximum Custody/ Administrative Segregated Prisoners Visiting Hours

Monday through Sunday 9:00am through 9:00pm on a first come first served basis.

Note: Visiting hours is subject to change or cancellation to accommodate institutional, security, or space requirements.

XII. GENERAL ADMINISTRATIVE INFORMATION

Classification Procedures

Classification procedures are guided by the principles of placement in the least restrictive setting consistent with maintaining the security and order of the facility, the special needs of the Prisoner, and other available resources of the department and the institution.

Initial classification will occur within five (5) days after a sentenced Prisoner's arrival at the designated facility or within sixty (60) days after sentencing and commitment, whichever occurs first. A Prisoner must be given a hearing before a classification committee to determine the Prisoner's security and custody status and program needs and is entitled to at least 48 hours advance written notice of a classification hearing.

A Prisoner has a right to a classification hearing under any of the following circumstances (See Policy and Procedure 700.01):

1. Initial classification of a sentenced Prisoner.
2. Classification review and/or reclassification.
3. Transfer to an institution or facility outside Alaska.
4. Transfer to a mental health or psychiatric facility.
5. Administrative transfer to another institution or facility.
6. Placement in administrative segregation and every thirty days for as long as the Prisoner is in administrative segregation.
7. Termination of a furlough.
8. Return from out-of-state placement, in-state restitution center, or other contract facility.
9. Any increase in custody level.
10. Every 120 days after the date of an un-sentenced Prisoner's initial classification, so long as the Prisoner is un-sentenced.
11. Any classification action as may be determined by the Commissioner or designee to be the subject of a hearing.

Classification Appeal

Appeal of Classification Action form must be placed in the metal boxes located in the Segregation Units. Once an appeal has been filed and received, a written response will be generated within the time frames listed in Policy and Procedure 700.01(e).

Grievance Procedures

A Prisoner may file a Prisoner Grievance for any alleged action violating the Department's regulations, statutes, policies, or procedures stated in the GCCC General Population Prisoner Handbook that does not already have a separate appeal process. A Prisoner found to abuse the grievance system may be subjected to both a restriction on filing grievances and/or disciplinary action.

A Prisoner Grievance form must be submitted by the Prisoner within thirty (30) calendar days from the date the incident occurred or from when the Prisoner has knowledge of the incident. To begin the process a Prisoner must try to informally resolve an issue by submitting a Request for Interview form to the appropriate staff before filing a formal

grievance. If the Request for Interview form fails to resolve the problem informally, the Prisoner may then submit a Prisoner Grievance form outlining the issue in one of the metal boxes.

The Prisoner Grievance form will be initially reviewed by the Facility Standards Officer. After the Prisoner Grievance form is reviewed, it will either be screened back to the Prisoner or sent on for further investigation. A screened grievance is a grievance that is rejected or returned for correction due to content or completion deficiencies.

For more specific information refer to Policy and Procedure 808.03 Prisoner Grievance.

Grievance Appeal

Prisoners may appeal the Screened Grievance decision. The Prisoner must state in writing on the Request for Interview Form why the screening is incorrect, attach it to the grievance and the screening form, and return it to the Facility Standards Officer within two working days after receiving the screening decision.

A Prisoner may appeal a Facility Manager's/Director's grievance decision. Within two working days after receiving the Facility Manager's/Director's decision, the Prisoner must complete and place a Prisoner Grievance Appeal Statement in one of the metal boxes. This statement must only address the subject and relief sought in the initial grievance. No additional information may be submitted.

A Prisoner who believes a grievance was not handled consistent with policy may seek review by the Standards Administrator after the Director renders a decision.

Within twenty (20) working days after receiving the Director's decision, the Prisoner must request a review by writing a letter, not to exceed two pages, and include their copy of the grievance and grievance appeal and send it as privileged mail directly to the Standards Administrator. The review by the Standards Administrator serves as the final administrative action of the Department on the grievance.

All Prisoner Grievance Forms and Prisoner Grievance Appeal Statements will be placed **BY THE PRISONER** in the metal box located in the Segregation Unit.

List and Definitions of Felonies Involving Moral Turpitude

A "felony involving moral turpitude" includes those crimes which are immoral or wrong in and of themselves but not limited to, murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery per AS 15.60.010(8); any completed offense, or any felony attempt or solicitation to commit the following offenses:

Arson in the First Degree; Arson in the Second Degree; Assault in the First Degree; Assault in the Second Degree; Assault in the Third Degree; Bribery; Burglary in the First Degree; Burglary in the Second Degree; Criminal Mischief in the First Degree; Criminal Mischief in the Second Degree; Criminal Possession of a Forgery Device; Criminal Simulation; Criminal Use of a Computer; Criminally Negligent Homicide; Coercion; Commercial Bribe; Receiving Commercial Bribery; Concealment of Merchandise; Criminal Possession of Explosives; Defrauding Creditors; Distribution of Child Pornography; Endangering the Welfare of a Minor; Escape in the First Degree; Escape in the Second Degree; Escape in the Third Degree; Extortion; False Accusation; Falsifying Business

Records; Felonies Involving Imitation Controlled Substance; Felonies Involving Interference with Voting, Elections, or Voter Misconduct; Felonies Relating to Title, Registration, etc. of Motor Vehicle; Forgery in the First Degree; Forgery in the Second Degree; Fraudulent Use or Obtaining a Credit Card; Harming a Police Dog in the First Degree; Hindering Prosecution in the First Degree; Incest; Interference with Official Proceedings; Issuing a Bad Check; Jury Tampering; Kidnapping; Manslaughter; Misapplication of Property; Misconduct by a Juror; Misconduct Involving Controlled Substances in the First Degree; Misconduct Involving Controlled Substances in the Second Degree; Misconduct Involving Controlled Substances in the Third Degree; Misconduct Involving Controlled Substances in the Fourth Degree; Murder in the First Degree; Murder in the Second Degree; Offering a False Instrument for Recording; Perjury; Perjury by Inconsistent Statements; Permitting an Escape; Promoting Contraband in the First Degree; Promoting Prostitution in the First Degree; Promoting Prostitution in the Second Degree; Receiving a Bribe; Receiving a Bribe by a Witness or Juror; Riot; Removal of Identification Marks or Unlawful Possession; Robbery in the First Degree; Robbery in the Second Degree; Scheme to Defraud; Sexual Abuse of a Minor in the First Degree; Sexual Abuse of a Minor in the Second Degree; Sexual Abuse of a Minor in the Third Degree; Sexual Assault in the First Degree; Sexual Assault in the Second Degree; Sexual Assault in the Third Degree; Tampering with a Witness in the First Degree; Tampering with Physical Evidence; Tampering with Public Records in the First Degree; Terroristic Threatening; Theft in the First Degree; Theft in the Second Degree; Unlawful Exploitation of a Minor; and Unlawful Furnishing of Explosives. Possession of Child Pornography, Promoting Gambling, Possession of Gambling Records.

The Loss and Restoration of Voting Rights, AS 15.05.030

A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law may not vote in a state, federal, or municipal election from the date of the conviction through the date of unconditional discharge of the person.

Unconditional discharge is defined as an individual who is released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.

Pursuant to AS 15.05.030, if a Prisoner was convicted for a felony involving moral turpitude, upon his unconditional discharge from custody or supervision by the Department of Corrections, he may register to vote. An individual convicted of a felony involving moral turpitude who is unconditionally discharged from confinement will receive written notification prior to release of the restoration of the right to register to vote.

To learn if a Prisoner meets the standard voter qualifications, he must acquire a voter registration application from the Division of Elections or, through his voting district's regional office.

The Effects of a Felony Conviction on a Prisoner's Civil Rights, AS 33.30.241

A person who is convicted of a felony involving moral turpitude is disqualified voting as stated above and from serving as a juror until the person's unconditional discharge. Unconditional discharge means that a defendant is released from all disability arising under a sentence, including probation and parole.

Sentence Computation

Per Department of Corrections Policy and Procedure 602.01 Time Accounting Management all sentenced Prisoners must have a time accounting record completed. The designated institutional time accounting officer is responsible for maintaining the Prisoner time accounting record at the holding institution in accordance with Policy and Procedure. The time accounting record and, if applicable, the time accounting record continuation sheet must be maintained in the Prisoner's institutional file.

The Prisoner's time accounting record must be completed within thirty (30) days after the Prisoner is sentenced on all cases and the Prisoner must be provided with a copy. If the Prisoner disagrees with the sentence calculation, the Prisoner and the records officer will attempt to resolve the issue informally. If the issue cannot be resolved informally, the Prisoner may file a grievance. The Chief Accounting Officer is the final level of administrative appeal.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA address both Prisoner-to-Prisoner sexual assault and staff-to-Prisoner sexual assault.

Goose Creek Correctional Center fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy against sexual violence. Alaska Department of Corrections Policies and Procedures strictly prohibit forced, coerced or consensual sexual activity between Prisoners or between Prisoners and staff. Forced or coerced sexual behavior is a criminal act. GCCC will immediately respond to allegations and fully investigate reported incidents. If the allegations are substantiated disciplinary action will be initiated and the incident will be referred to the Alaska State Troopers (AST) for investigation and prosecution to ensure the perpetrator faces the full consequences for his/her criminal act.

Steps to help prevent becoming a victim include being aware of your body language; victims are selected by stronger Prisoners seeking out those that appear weaker. Never share personal information such as family relationships, sexual experiences or financial status with other Prisoners; this could later be used against you. Other Prisoners who are physically stronger and/or possess commissary, store or other property items may attempt to use their strength or possessions to gain advantage over other Prisoners in the forms of gifts, loans, or trade. Never accept gifts (no matter how trivial, the act is meant to obligate you-"favor for favor") or get in debt to another Prisoner. If a Prisoner becomes indebted or obligated and unable to repay the loan or return the "favor" he may become victimized, physically attacked and/or sexually assaulted. Avoid purchasing large amounts of commissary or store or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection.

If you are a victim of a sexual assault or any kind of sexual coercion, you are **not** at fault. No one has a right to pressure or force you to engage in any sexual act. Your best defense is to report the incident to any staff member, use our automated report line **907-761-5616** or contact our outside agency (Alaska State Troopers **907-745-2131**) as quickly as possible.

Sexual Misconduct is conduct of a sexual nature that is directed by offenders toward other offenders, by offenders toward staff, or by staff toward offenders. An "offender" is anyone under the care, custody and supervision of the Goose Creek Correctional Center. "Staff" or "staff member" is anyone employed by, contracted by or volunteering for the Goose Creek Correctional Center. Sexual misconduct includes, but is not limited to the following acts or attempted acts:

1. Sexual contact (i.e. petting) and/or intercourse (i.e. penetration)
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).
3. Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person
4. Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks or female breasts.
5. Touching of self in a sexually provocative way
6. Initiating any form or type of communication of a sexual nature
7. Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and Prisoner or Prisoner and Prisoner.
8. Threats, intimidation or retaliation

If you would like to know more about the Prison Rape Elimination Act, the information can be found in the law libraries.

Prisoner-on-Prisoner Sexual Abuse is when one or more Prisoners engage in sexual conduct, including sexual contact, with another Prisoner against his or her will or by use of threats, intimidation or other coercive actions. Prisoner-on-Prisoner Sexual Abuse is a form of "Prison Rape" under the Prison Rape Elimination Act of 2003.

Staff-on-Prisoner Sexual Abuse/Assault is engaging in, or attempting to engage in a sexual act with any Prisoner or the intentional inappropriate touching of an Prisoner with the intent to abuse, humiliate, harass, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an Prisoner and a staff member, volunteer or contract personnel **regardless of consensual status**, is prohibited and subject to administrative and criminal disciplinary sanctions.

No one has the right to pressure anyone to engage in sexual acts. Prisoners should not tolerate sexual assault or pressure to engage in any sexual behavior. Under Alaska laws, one cannot legally consent to sexual activity with anyone else while incarcerated.

Therefore, it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with an offender.

It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.

Steps you can take to reduce the possibility of sexual assaults:

- Choose your associates wisely. Look for people who are involved in positive groups and activities
- Avoid being alone
- Do not accept gifts or favors from others. Most gifts come with a string attached
- Do not accept an offer from another offender to be your protector
- Avoid borrowing and becoming indebted to someone
- Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct
- Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgments
- Be direct and firm if others ask you to do something you do not want to do
- Trust your instincts. If you sense a situation is dangerous, it probably is

What to do if you are assaulted:

Report sexual misconduct

Sexual misconduct (by staff or offenders) is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately.

To make sure that sexual misconduct is reported, the Goose Creek Correctional Center has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable.

Send a Request for Interview form directly to a staff member by telephone to our automated report line **907-761-5616** or to the Alaska State Troopers **907-745-2131**.

Find a staff member (e.g. security officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required to report any allegations, ensure offender safety and maintain confidentiality. You may also send a confidential Request for Interview Form to the Lieutenant.

If you are victimized do not remove evidence

- Report your attack to any staff.
- Don't Shower
- Don't Remove or Wash your Clothes
- Don't Brush your teeth
- Get to Medical immediately!

Reprisals

No reprisals of any kind shall be taken against a Prisoner or employee for good faith reporting of sexual abuse or sexual threats.

Seek medical attention

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional. Your consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by medical staff before you shower, wash, drink or change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be obvious to you.

They may also perform further examinations to gather physical evidence of the assault and to check for sexually transmitted diseases. You have the right to refuse any examination however, if you have been the victim of sexual misconduct, it is critical you allow staff or medical professionals to collect as much evidence as possible.

You can receive medical attention for any injuries without submitting to a sexual assault examination. The medical care is for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services.

Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff within the institution is available to help offenders recover from the emotional impact of sexual assault.

What happens to reports of sexual misconduct?

Investigation

All allegations of sexual misconduct, sexual harassment, over-familiarity and retaliation will be investigated.

Retaliation is intimidation to prevent an offender from filing a complaint or participation in an investigation of sexual misconduct. The GCCC prohibits anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the superintendent or investigator.

Possible outcomes of an investigation

A thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses and documentation.

After the investigation is completed, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true
- There is insufficient evidence to conclude the allegation is true
- The allegation is unfounded. This means that the evidence shows that the

person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.

- There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined and may be criminally prosecuted. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately; but regardless of when the assault occurred, it should be reported.

As a victim of sexual assault, you have suffered a traumatic experience. Survivors experience feelings of:

- Vulnerability
- Powerlessness
- Loss of masculinity
- blame
- Fear
- Sadness
- Shame
- rage/anger
- Confusion
- Self-doubt

Part of the Trauma you might experience:

- Nightmares
- Insomnia
- Anxiety
- Frequent crying
- Eating disorders
- Lack of concentration
- Sexual dysfunction or hyper sexuality
- Antisocial and criminal behavior
- disturbing sexual fantasies
- Substance abuse
- Phobias
- Lifestyle disorganization

Coping Skills: Ideas to help begin the healing

- Write in a journal
- Exercise
- Poetry
- Music
- Reading
- Talk/Write to a trusted friend

Safety Guidelines to Consider

- Trust your instincts. Be aware of situations that make you feel uncomfortable. If

it feels wrong, LEAVE.

- Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- Don't ask for things. Some Prisoners have access to things you may need or want; however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these places and avoid them.